

THE IVY NETWORK CORPORATION

242 - A YALE STATION

NEW HAVEN, CONNECTICUT 06520

(203) 787-0711

TO: Mark

Work To Do

FROM: Jim

① Call Columbia stations

② Send out minutes

③ IRS - tax exemption

④ Billing - May + June

⑤ Fall payment sheets

⑥ Stationery - where Sandy
Flay's middle initial

⑦ PR B → sports

> ⑧ Guild

⑨ Audit

⑩ How to run office

⑪ Xerox

NEW YORK, N.Y. 10017

TELEPHONE (212) 691-1111

Mr. J. R. ...

Dear Sir:

I am writing to you

regarding the ...

information ...

which you ...

requested ...

in your ...

letter of ...

dated ...

and ...

Very truly yours,

John ...

Enclosed ...

Sincerely,